

Property Manager
Allison Wirtjes

Office Manager
Ashley Overton

Admin Assist.
Lyndsey Morrissey

Maintenance
Jeremy Church
Joshua Denda
Gavin France

Grounds
John Scott

Board Members
Audra Carson
Debra Johns
Nancy Knight
Raini Majeske
Tom Morrissey

Office Hours
Monday - Friday
8:00 am - 5:00 pm
Contact Directory Office
(517) 882-3461
Emergency Maintenance
(517) 202-7820
Police Non-Emergency
(517) 483-4600
Emergencies
Dial 911

Website
Villagetownhouses.com
Animal Control
(517) 676-8370
Consumers Energy
1-800-477-5050
Board of Water & Light
(517) 702-6006
South West Carrier Annex
(Post Office)
(517) 272-0684

Village Townhouses

Office Closed

The Office will be closed December 24th and 25th, 2024. If you have a Maintenance Emergency while the the Office is closed, please call (517) 202-7820.



Open Windows and Doors

Reminder when the temperature falls below 50 degrees, all windows and doors are to be kept closed day and night. Windows and doors can be open for a short period of time (10 to 15 minutes) to help with cooking smells/smoke or bathroom moisture issues. When open windows and doors are observed, the Member will be assessed a charge per open door and window. Please remember that energy waste has a monetary effect on everyone here at Village.

Tree Disposal

After the holiday season is over and the decorations come down, if you need to dispose of a real tree, please place your tree next to the dumpster in your lot and not inside of it.



December Board Meeting

The December Board Meeting has been cancelled. The next Board Meeting will be Monday January 27, 2025.



Locked Out

If the holiday rush finds you locked out of your townhouse or you misplace your keys, call 517-202-7820 if it is after business hours. The Emergency On-Call Staff will respond as soon as possible.



Member Notification

If you are not signed up for the instant alert or did not update your account, you will not be notified of when to move your vehicle(s) out of the parking lots for snow removal. Please review the snow removal policy in your Member Handbook and if you have any questions, contact the Office. With the instant alert you will receive an email once a year from Group Cast to update your information. If you do not update your information from the email, Intrado School Messenger/Groupcast will remove you from the contact list.

Decorative Lights

Although exterior lights for the holidays look very nice, the electrical cord(s) cannot cross any sidewalk that is maintained by the Village Staff as this can be a trip hazard. Also, please do not put nails or screws in the door surrounds or siding. **Finally, please take the holiday decorations/ lights down two weeks after the holiday event.**

December 2024

Trash Disposal

Please remember to put trash directly into the dumpsters and not alongside of them. Besides being smelly, loose trash attracts rodents, is a health hazard and unattractive. If you notice that a trash disposal area is not being kept neat, please call the Office. You can keep your cooperative beautiful by putting trash in its place! Also, if you are having a child take out the trash please ensure it is being placed in the container. If your dumpster lid is open, please help by closing the lid. If you are throwing boxes away, please break them down before putting them in the dumpster. Please do not put large items in the dumpster, put it beside the dumpster. Please do not leave any trash by the front or back porch areas as it can attract rodents and does not make the property look nice and neat. If you see that there is no room in the dumpster for more trash, please take the trash to another dumpster. Any questions concerning trash removal please call the Office. Also, if you see any "unauthorized" dumping happening at Village, please report this to the Lansing Police Department immediately. Any information that you may be able to get will help the Lansing Police Department. **Please remember to dispose of any pumpkins you may still have out in the dumpster as well!**



Visitors

Do you have guests coming to visit? Remember that if your guests will be staying more than two days, please let Management know. If you are going to have a guest for more than two weeks, they must be registered at the Office. In addition, your guests may need to park in an overflow lot and should not be parking in your lot if it displaces other members. It is also helpful if your guests would place a note on the dashboard noting the unit number where they are visiting.



Going out of Town

If you are going to be away from your home, please help conserve energy by setting your thermostat between 65-68 degrees. Also, if you are going to be away for any length of time, please let the office know so we can help keep a watch on your home.

Be Mindful of Pets in the Cold Weather!

As the temperature begins to get colder this winter, please remember not to leave your pets outside for very long. Never leave them out unattended and never for more than 15 minutes! Please review the pet policy to ensure you are in compliance. Also remember your pet(s) need to be on a leash while on Village Property and always clean up their waste with a bag from one of our dispensers located throughout the property. You are welcome to use Attwood City Park to exercise your pet any time.

Plan Before You Go

If you are planning a vacation in the near future, please consider these safety tips to protect your property while you are away:

- . Use a programmable timer so lights turn on and off as they would if you were home.
- . Give a neighbor or the Office your contact phone numbers so you can be reached in case of an emergency.



Safety Tip

To protect your home and avoid a possible fire, please take the following precautions: Always be sure to unplug decorative lights before leaving your home or going to bed for the evening. Never allow people to smoke in close proximity of your tree, and don't place candles near your tree. A little common sense can go a long way to ensure you, your family, and your neighbors are safe.

Vehicle Parking

The Village staff would like to remind everyone that if you go out of town for the holiday season, please park your vehicle at the Office lot, pole barn storage lot, or leave your keys with a neighbor. Failure to move your vehicle may prevent the lot from being cleared properly and you may receive a fine or have the vehicle towed. The Village staff cannot move your vehicle due to liability reasons.

Snow Removal Information

Winter season is here! All of us can help in the snow removal process by following the snow removal policy.

Parking Lots (See Map on Page 4)

1. Members will be contacted using the instant alert communication system for snow removal, as well as using the truck horns when entering your lot. This will be the only communication used to notify you to move your vehicle(s).
2. The Center portion of the parking lots are always cleared first.
3. After members have moved their cars, we attempt to remove the snow from the parking spaces. **If any cars are still parked in the parking spaces, it limits what plowing can be done in the lot. However, there may be times when only the centers are plowed if there is light accumulation.**
4. The map included with this newsletter shows the location in each lot where the snow is piled. Please do not block these areas. Cars blocking these areas may be towed and the Member fined.
5. Please review the snow policy in your handbook or contact the Office should you have any questions.
6. Finally, be aware of weather forecasts and current conditions for your safety, and plan ahead when having to move your vehicle(s).

SideWalks

1. Vehicle bumpers must not overhang the curb/sidewalk. This can keep the sidewalk from being cleared properly and can present a safety hazard to the membership, staff and visitors.
2. Toys, bricks, stones, lights, and other items near the edge of the sidewalk should be moved or removed so the snow equipment does not strike or throw the item(s). **Any damage to the items and or snow removal equipment will be the Member's responsibility.**
3. Porches, steps, and the approach walk are the members responsibility to keep clear of snow and ice.
4. Salt is available for member use and can be picked up at the Office between 8:00 am to 5:00 pm, Monday through Friday.

Snow Removal (Weekends or Holidays)

Only the center portion of the parking lots will be cleared at this time. Parking spots will not be plowed on weekends, holidays, or after hours.

Salt

Salt is once again available this year for your use on walkways and porches, and can be picked up Monday through Friday from 8:00 am to 5:00 pm at the Office. The salt bin is locked so you must check in at the Office to receive salt. There is a 1 gallon limit when picking up salt and please bring your own container.



Name: _____
Date: _____

Find the words listed. Words may appear forward, backward, up, down or diagonal. Words may overlap and cross each other. When you have found a word, be sure to circle it and cross it off the list.

December

Word Search

N	E	C	I	T	S	L	O	S	R	E	T	N	I	W	D	L	Q	K	J	C
C	S	A	N	T	A	C	L	A	U	S	W	Q	L	E	M	W	X	G	G	H
G	G	I	F	T	S	G	K	X	Q	M	B	B	C	L	M	Y	N	O	K	R
M	O	N	P	R	G	C	I	N	J	R	R	E	H	N	D	I	L	F	E	I
N	Q	N	L	K	R	T	F	N	R	W	M	V	N	L	E	N	K	V	S	
T	U	W	G	R	C	J	S	B	G	B	P	T	Y	O	L	W	N	D	I	T
R	V	T	K	G	Y	H	J	L	E	E	S	T	R	U	T	Y	H	D	T	M
E	R	K	C	M	E	J	R	R	L	O	R	A	Y	J	T	O	L	H	S	A
I	E	J	W	R	Y	B	S	I	R	E	C	B	K	L	L	Z	K	A	E	S
N	T	Z	W	M	A	O	Y	F	S	R	B	Y	R	I	K	C	L	N	F	T
D	N	Z	W	O	L	C	M	K	U	T	T	E	D	E	V	F	G	U	E	R
E	I	T	H	S	N	M	K	D	L	Y	M	A	L	L	A	H	K	K	N	E
E	W	N	T	H	J	S	O	E	E	P	Y	A	N	G	J	D	N	K	A	E
R	K	I	X	D	M	L	P	O	R	N	J	B	S	N	N	H	J	A	C	A
Q	C	B	D	R	P	C	T	F	K	Q	L	X	Q	C	N	I	R	H	Y	A
E	T	T	K	H	R	E	S	L	E	I	G	H	R	I	D	E	J	T	D	Z
Y	L	L	O	H	L	K	C	H	A	M	P	A	G	N	E	W	T	N	N	N
B	R	M	S	T	A	R	O	F	B	E	T	H	L	E	H	E	M	X	A	A
Z	G	N	S	E	V	E	S	R	A	E	Y	W	E	N	L	Z	C	Z	C	W
Y	X	I	L	R	N	A	T	I	V	I	T	Y	M	X	B	Q	M	N	M	K
V	M	D	T	S	N	O	I	T	A	R	O	C	E	D	G	R	C	B	P	V

STAR OF BETHLEHEM

WINTER

WINTER SOLSTICE

YULE LOG

RUDOLPH

SANTA CLAUS

SLEIGH RIDE

SNOW

CANDY CANE

CAROLING

CHAMPAGNE

CHRISTMAS

CHRISTMAS TREE

DECEMBER

SOLSTICE

DECORATIONS

EGGNOG

FESTIVE

FROSTY

GIFTS

GINGERBREAD

HANUKKAH

HOLIDAY

HOLLY

JINGLE BELLS

KWANZAA

MISTLETOE

NATIVITY

NEW YEAR'S EVE

NUTCRACKER

REINDEER

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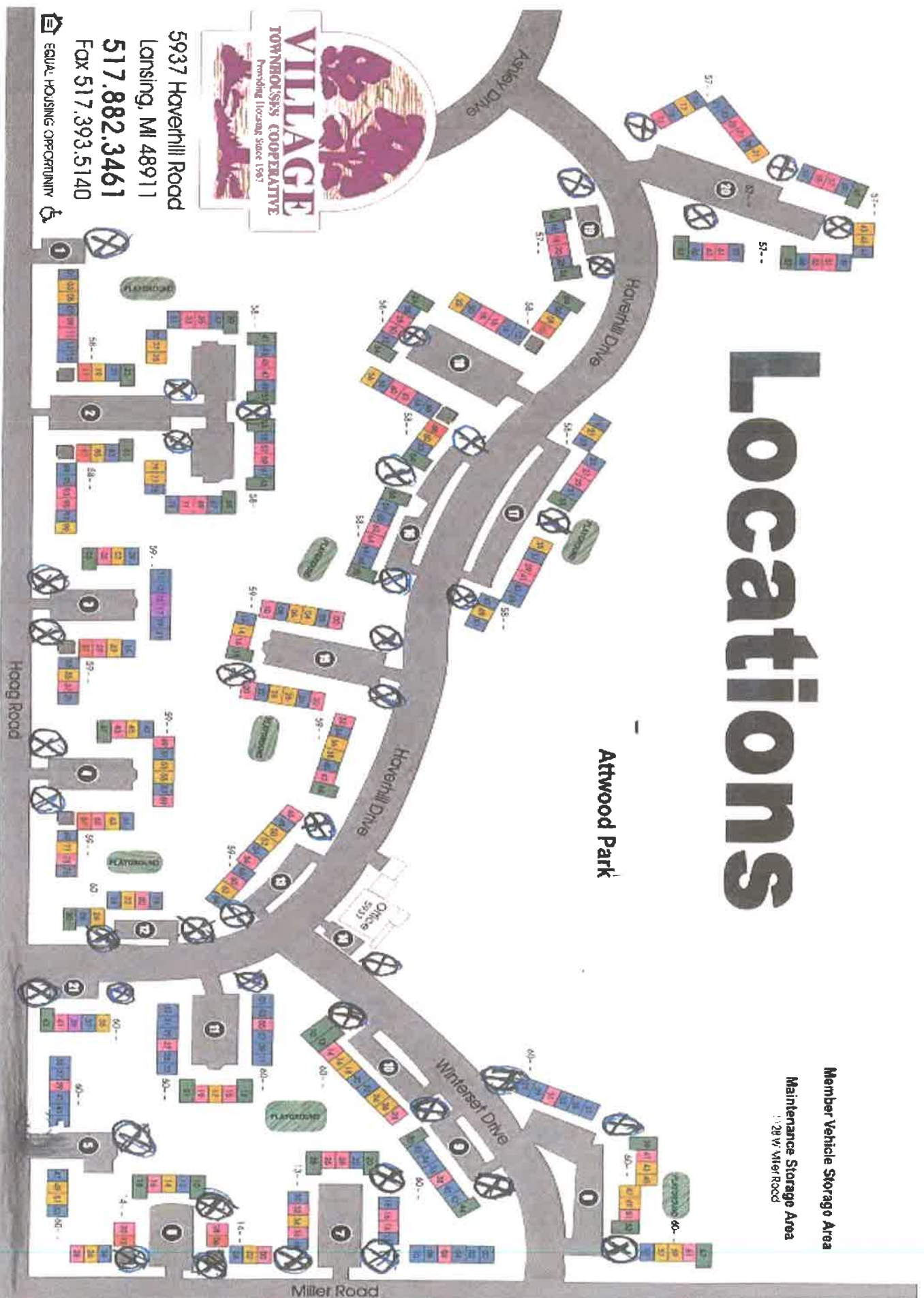
ⓧ Snow Pile

Member Vehicle Storage Area

Maintenance Storage Area

28 WALTER ROSS

Locations



December 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Carrying Charges Due	2	3	4	5	6 Trash Pick up	7
8	9 Trash Pick up Furnace Tune Up	10 Rose Pest Control Furnace Tune Up	11 8:00 am Late fees Assessed Furnace Tune Up	12 Furnace Tune Up	13 Trash Pick up Furnace Tune Up	14
15	16 Trash Pick up Furnace Tune Up	17 Furnace Tune Up	18 Furnace Tune Up	19 Furnace Tune Up	20 Trash Pick up	21
22	23 Trash Pick up Rose Pest Control	24 Office Closed	25 Office Closed	26	27 Trash Pick up	28
29	30 Trash Pick up	31				

